

Application for On-Street Valet Zone Permit – Page 1

Date of submittal _____

This application for a valet zone permit must be completed by any business who desires to have a valet parking service in the City right-of-way.

APPLICANT INFORMATION

NAME OF BUSINESS: _____

COMPANY REPRESENTATIVE NAME: _____

ADDRESS _____

PHONE _____ EMAIL _____

THE APPLICANT IS A (check one) PROPERTY OWNER ☐ LEASEE ☐

PROPERTY OWNER INFORMATION (To be completed only if the applicant is not the property owner.)

A Notarized Affidavit by the property owner is required to be submitted with this application stating the property owner is in agreement with a valet zone at the requested location.

NAME: _____

COMPANY: _____

ADDRESS _____

PHONE _____ EMAIL _____

INDEPENDENT CONTRACTOR INFORMATION (VALET PARKING COMPANY OR SERVICE USED)

NAME OR COMPANY: _____

COMPANY REPRESENTATIVE'S NAME: _____

COMPANY ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

VALET ZONE ON-SITE SHIFT MANAGER AND CONTACT INFORMATION (available during all valet zone hours)

NAME _____ CELL PHONE _____

NAME _____ CELL PHONE _____

NAME OF OTHER BUSINESSES SERVED AND PROJECTED NUMBER OF VEHICLES TO VALET PARK

1. _____ 3. _____

2. _____ 4. _____

DAYS AND HOURS OF OPERATION

Sun. _____ to _____ Wed. _____ to _____ Fri. _____ to _____

Mon. _____ to _____ Thurs. _____ to _____ Sat. _____ to _____

Tues. _____ to _____



Application for On-Street Valet Zone Permit – Page 2

Applicant Business Name (from page 1) _____

PROPOSED LOCATION OF VALET ZONE PICK-UP/DROP-OFF AREA:

Address: _____

Verbal Description of the Pick-Up and Drop-Off Location: _____

TOTAL LINEAR FOOTAGE REQUESTED FOR PICK-UP/DROP-OFF ZONE _____

PARKING METER NUMBERS AFFECTED BY THE REQUESTED VALET ZONE: _____

NUMBER OF ATTENDANTS ON DUTY DURING VALET ZONE HOURS _____

☐ Attached is a request for exemption or exemptions from one or more provisions of the rules and regulations. *Refer to Section XV of the Valet Parking Zone Rules and Regulations.*

By my signature below, I attest that I, my employees, agents and third party contractors will adhere to the Valet Parking Zone Rules and Regulations, and I further certify that all statements herein and attached are true to the best of my knowledge and belief:

Applicant Signature

Date

- ❖ **Submission Requirements:** A \$200 Application fee is due with each Application. See the attached checklist for application requirements.
- ❖ **General:** Per the City of Columbus Valet Zone Rules and Regulations, each permit will be valid until June 30 each year.
- ❖ **Fees:** All checks shall be made out to the Columbus City Treasurer.
 - Upon application approval, the following fees are required to be paid prior to issuance of permits to operate the valet zone (all fees are non-refundable).
 - Street Occupancy Permit Fee: \$80
 - Meter out-of-service fee calculated by the Department for first 1/2-year, as determined by the City
 - Traffic cone or parking meter hood (bag), as determined by the City.
 - Valet zone regulatory sign installation and removal fee (\$250 per sign, two signs minimum)

<u>OFFICE USE ONLY</u>	
Date Application Received _____	Date Application Completed _____
Certificate of Insurance _____	Date to appropriate Business Association, SID or Civic Association _____
Comments: _____	
Approved by _____	Denied by _____



**CITY OF COLUMBUS DEPARTMENT OF PUBLIC SERVICE
APPLICATION FOR ON-STREET VALET PARKING PERMIT**

SUBMITTAL CHECKLIST

- ___ 1. **Application for On-Street Valet Zone (2 pages):** Completed application signed by the applicant.
- ___ 2. **Notarized Affidavit by Property Owner Form:** Completed form with notarized signature(s) for each applicant. One form required for single application or one for each business location served by the requested valet zone location.
- ___ 3. **Site Plan:** One copy of a scaled drawing, no larger than 8 ½ "x 14" format. This site plan shall show the characteristics of the valet zone pick-up/drop-off zone including:
- Dimensions of the pick-up/drop-off zone;
 - The location of the proposed valet parking service stand and temporary sidewalk valet signs;
 - Width of the sidewalk (distance from back of curb to building face) at and surrounding the proposed pick-up/drop-off zone and the location and dimensions of the 48 inch minimum pedestrian clear zone;
 - The location of doorways, driveways, street trees and tree wells (dimensioned). Utility poles, traffic signal poles, fire hydrants, newspaper vending boxes, parking meters, bus shelters, sidewalk benches, trash receptacles or any other similar permanent obstruction within 30 feet of the proposed pick-up/drop-off zone; and
 - Dimensioned widths (including number of striped lanes) and labeled names of all intersecting streets within 30 feet of the proposed pick-up/drop-off zone.
- ___ 4. **Proof of Insurance:** As required by section IX of the rules and regulations naming the City of Columbus as an additional insured. Must be an original copy of certificates issued by insurance provider(s).
- ___ 5. **Signed and Notarized Indemnity and release Form:** Use form provided by the City.
- ___ 6. Attached written consent from adjacent property owners and their tenants when seeking approval for a valet parking zone exceeding the width of the Applicant's property frontage.
- ___ 7. Copy of contract between Applicant and their valet parking service.
- ___ 8. Temporary Sign: Catalog sheet or dimensioned drawing of proposed temporary sidewalk sign.
- ___ 9. Exemption request is attached.
- ___ 10. Other information that is requested by staff during the application review.
- ___ 11. **Application Fee:** \$200.00 non-refundable payable to Columbus City Treasurer. A receipt for this payment will be given by the Division of Traffic Management upon receipt of the application.
- ___ 12. **Street Occupancy Permit Application:** The City Excavation/Occupancy Permit Application can be found at: <http://columbus.gov/publicservice/parking/Valet-Parking-Rules-and-Regulations/>
- ___ 13. **Permit Fees:** Payable to the Columbus City Treasurer. The Division of Traffic Management will notify the applicant the amount of all fees upon approval of the application. This includes any parking meter out of service fees that are applicable, parking meter bag fee, traffic cone fee, valet zone signage and parking meter sticker fee and the Street Occupancy Permit Fee.

